BS 201-202. PRINCIPLES OF ACCOUNTING I & II--5 Credits each quarter
These courses are designed to provide basic preparation for business practice and accounting. This course includes the theory of modern accounts and procedures for recording and reporting business transactions.

BS 215. BUSINESS CORRESPONDENCE--5 Credits
This course instructs the student in writing readily the clear, correct, forceful English required in the transaction of present day business. Emphasis is placed on letters for various purposes, their content and form, and on the preparation and writing of analytical report. Prerequisite EH 101.

BS 221, SECRETARIAL OFFICE PROCEDURES--5 Credits
This course is for those who plan to be secretaries. Emphasis is placed on the development of secretarial duties and the qualities requisite for their success; stress is placed on operation of duplicating and copy machines, dictating and transcribing machines, and records management. Prerequisite: Business 103.

BS 235. PRINCIPLES OF MARKETING--5 Credits
This course provides for a general but critical survey of the field of marketing, covering internal industries and commerce, distribution of resource, factors of distribution, and transportation. Prerequisite: Economics 201 and 202 or permission of the instructor. This course may not transfer to some institutions.

BS 251. BUSINESS STATISTICS I--5 Credits
This course provides for an introduction to business statistics with emphasis on methods of collecting, presenting, and analyzing statistical data; ratios; averages and dispersion; measure of central tendency; deviation probability distributions; and sampling theory. Prerequisite: MH 111.

BS 252. BUSINESS STATISTICS II--5 Credits
This course is a continuation of Business Statistics I and includes concepts such as sampling theory, tests of significance, correlation, time series, index numbers, and forecasting. Prerequisite: BS 251

BS 261. BUSINESS LAW--5 Credits
This course deals with the principles of business law, the definition of law and its administration, the law of contracts, sales, bailments, and negotiable instruments. Prerequisite: Sophomore standing and EC 201 and 202 or permission of the instructor.

BS 281. PERSONNEL MANAGEMENT--5 Credits
This course covers in general terms the totai responsibilities of the supervisor: organization, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations. Personnel techniques for which the supervisor is responsible are included. Prerequisite: BS 180. This course may not transfer to some institutions.

BS 282. LABOR ECONOMICS--LABOR RELATIONS--5 Credits
This is a basic management course in the field of labor which emphasizes the psychological and institutional factors, economic factors and economic analysis in such areas of the labor movement development as employment, wages, hours, unionism, and labor management relations. Prerequisite: BS 180. This course may not transfer to some institutions.

BS 285. SMALL BUSINESS MANAGEMENT--5 Credits
This course provides for a study of small business operations with proper balance between business functions and the management functions of planning, organizing, actuating, and controlling. Problems in initiating the business, financial and administrative control, marketing programs and policies, and legal and government practices are also covered. Prerequisite: BS 180. This course may not transfer to some institutions.

BS 286. REAL ESTATE--5 Credits
This course is designed to familiarize the student with a variety of careers related to the real estate business. Emphasis is placed on property appraisal, financing, real estate documents, elementary construction techniques, governmental regulations concerning the practice of real estate, land development, and salesmanship.

BS 291. MANAGEMENT INTERNSHIP--5 Credits
Practical experience under faculty supervision is the emphasis of this internship. Business personnel and faculty supervise jointly.

BS 292. PROBLEMS IN MANAGEMENT AND SUPERVISION--5 Credits
This course provides for a systematic study of techniques, practices and problems applicable to management and supervision. The emphasis is on practical application of theory.

CHEMISTRY

CH 100. SURVEY OF CHEMISTRY--5 Credits
This basic course in chemistry is for students who are non-science majors. Science majors who have had no chemistry may take this course to obtain backgrounds in chemistry. This course will not substitute for Chemistry 101, 102, or 103. Prerequisite: One unit of high school math.

CH 101-102-103. GENERAL CHEMISTRY I, II, and III--5 Credits each
These courses include a study of the chemical techniques, gases, liquids and gases, solutions, chemical equilibrium, electrochemistry, chemical bonding, nuclear chemistry, thermodynamics, and organic chemistry. About half of the laboratory work in the last two quarters is devoted to qualitative analysis. Prerequisite: Two units of high school algebra or equivalent.

CH 211-212-213. ORGANIC CHEMISTRY--5 Credits each
These courses include a study of the compounds of carbon and their reactions, reaction mechanisms, spectroscopy, nomenclature, and general application of the fundamental organic compounds. Prerequisite: CH 102.

ECONOMICS

EC 201. PRINCIPLES OF ECONOMICS--5 Credits
This course deals with the economic character of society and the principles and the institutions of the economic order.

EC 202. ECONOMIC PROBLEMS AND POLICIES--5 Credits
This course is a continuation of EC 201, with emphasis on problems and policies in production, distribution, and consumption of consumer goods and services in the United States. Prerequisite: EC 201 or permission of the instructor.

ENGINEERING

EG 101. ENGINEERING DRAWING I--5 Credits
Topics covered in this course include: use of instruments; lettering practice; geometric construction; principal views in projections; auxiliary and section views; dimension; detail working drawings; and isometric projections.

EG 102. ENGINEERING DRAWING II--5 Credits
Topics covered in this course include: technical sketching, reading analysis of shop drawings, machine parts, detail and assembly drawings; types and arrangements of materials, tiles and symbols; tracings, printing and other reproduction methods.

EG 260 STATISTICS--5 Credits
This course covers forces and couples and resultants of force systems; free body diagrams; equilibrium; and problems involving friction, centroids, center of gravity,and distributed forces.

ENGLISH

EH 097. DEVELOPMENTAL READING--5 institutional credits
This course is designed for students who wish to improve their reading skills. The purpose is to increase the effective use of the skills in the total reading situation and to promote an optimum combination of comprehension, vocabulary, and speed for each individual student. Selected reading materials and aids will be used to stimulate faster reading rates and to increase concentration, comprehension, and retention.

EH 099. DEVELOPMENTAL ENGLISH--5 institutional credits
This is a course for those students whose test scores indicate a need for additional preparatory study in English. The course content is a review of the fundamentals of written communication, with emphasis on grammar, sentence and paragraph construction, and mechanics.

EH 101. ENGLISH COMPOSITION I--5 Credits
This course embraces the essentials of composition, emphasizing sentence and paragraph structure, clear thinking, and procedures of organization. Basic instruction in the fundamentals of writing is given. An introduction to literature is also included, with emphasis on the short story.

EH 102. ENGLISH COMPOSITION II--5 Credits
This is a continuation of EH 101. Emphasis in literature is on poetry and drama. The chief writing assignment is a research paper.

EH 121. IMPROVING READING SKILLS--5 Credits
The purpose of this course is to increase the effective use of skills employed in the total reading program and to promote an optimum combination of comprehension, vocabulary, and speed for each individual student. Selected reading materials and aids will be used to stimulate faster reading rates and to increase concentration, comprehension, and retention. This course is recommended for anyone who desires to improve his reading skills

EH 251. AMERICAN LITERATURE I--credits
This course is a survey of American literature from the colonial period to mid-nineteenth century. Prerequisite: EH 101-102.

EH 252. AMERICAN LITERATURE II--5 credits
This course is a survey of American literature from the mid-nineteenth century beginnings of realism and naturalism to the present. Prerequisite: HE 101-102.

EH 261. ENGLISH LITERATURE I--5 credits
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Period. Prerequisite: EH 101-102.

EH 262. ENGLISH LITERATURE II--5 credits
This course is a survey of English literature from the Romantic Period to the present. Prerequisite: EH 101-102.

EH 263. WRITING WORKSHOP--5 credits
The primary focus of this course is on the student's original writing with discussions centered largely on student manuscripts. (Students will read their work and lead the class in evaluations.) The workshop format will be followed. Prerequisite: EH 101-102, permission of the instructor, and recommendation of past English instructors.

GEOLOGY

GE 101. GEOLOGY I--5 credits
This course is a practical study of the continually changing earth: volcanoes, mineral and precious gem formations, igneous, metamorphic, and sedimentary rocks, weathering, environments or deposition, and mineral resources.

GE 102. GEOLOGY II--5 credits
This course is a continuation of Geology I. The topics covered include: earthquakes, mountain building, glaciers, oceans, streams, wind, and economic and environmental problems. Some field study required. Prerequisite: GE 101.

GEOGRAPHY

GY 101. PRINCIPLES OF PHYSICAL GEOGRAPHY--5 credits
This course is a survey of the major aspects of physical geography. Topics of study include time and location, weather, climate, landforms, vegetation, natural resources, and ecology.

GY 201. WORLD REGIONAL GEOGRAPHY--5 credits
This course is a study of world geography on a regional basis. Each region is studied in relation to its location, world importance, population, political status, natural environment, economy, internal organization, and landscapes as well as each region's potentialities and problems.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Health, Physical Education, and Recreation is considered an important part of a student's curriculum. With the exceptions listed below, all full-time students will be required to take three (3) hours of health, physical education, and recreation activity courses as a requirement for graduation. Exceptions to this requirement are as follows:

1. Students who are physically unable to participate in regular activity courses, as evidenced by the recommendation in their health form furnished by the college and completed by a practicing physician. Such students will substitute PE 105 and 106 or other courses approved by the Dean of instruction.

2. Students who are twenty-six (26) or more years of age may take either active or nonactive health, physical education and recreation courses.

PE 270-271. HEALTH SCIENCE I & II--3 credits each
This course identifies community and personal health problems with special emphasis on health problems that may be of interest to the college student. Some of the topics that will be covered include consumer health, drug addiction, mental health, safety education, and the control of disease.

ACTIVITY COURSES:
Major emphasis in activity courses will be on the learning of specific sports skills. Periodic tests will also be given.

PE 101. PHYSICAL CONDITIONING--1 credit
This course is designed to help the student develop an individualized training program in physical fitness. The importance of proper diet and health habits, as well as a proper exercise program, will be stressed.

PE 103 SOCCER--1 Credit

PE 104 BASKETBALL--1 Credit

PE 105 SOFTBALL--Credit

PE 106-107 BEGINNING & INTERMEDIATE GOLF--1 Credit Each

PE 108-109 BEGINNING & INTERMEDIATE TENNIS--1 Credit each

PE 110 ARCHERY--1 Credit

PE 112-113 BEGINNING & INTERMEDIATE GYMNASTICS--1 Credit each
Tumbling skills, floor exercise and aparatus skills

PE 114 TRACK--1 Credit
Relays, distance runs, field events

PE 115 BADMINTON--1 Credit

PE 116 RECREATIONAL SPORTS--1 Credit
This course includes minor recreational sports such as racket, shuffleboard, table tennis, and floor tennis.

PE 117 VOLLEYBALL--1 Credit

PE 121 SOCIAL DANCE--1 Credit
Traditional and contemporary dance

PE 231 FOLK & SQUARE DANCE--1 Credit

PE 126 MODERN DANCE--1 Credit
Interpretive dance

PE 131-132 BEGINNING & INTERMEDIATE SWIMMING--1 Credit

PE 152 TOUCH FOOTBALL--1 Credit
Fundamental techniques of the game such as blocking, running, passing, and catching will be taught, and team participation opportunity will be provided in this course.

PE 182-184 SPORTS OFFICIATING I, II, & III--3 Credits
This course is designed to teach the rules of the major sports in America with emphasis placed on the learning of officiating mechanics. The student will be involved with officiating assignments outside of class.
Volleyball-football (Fall Quarter)
Basketball (Winter Quarter)
Baseball-softball (Spring or Summer Quarter)

PE 231. FIRST AID AND SAFETY--3 Credits
This course is designed to teach the student to meet emergency situations. The student will study standard Red Cross procedures and bandaging so that he may be prepared when called upon to perform necessary first aid treatment.

PE 245. CAMPING AND OUTDOOR EDUCATION--3 Credits
This course is designed to prepare the physical education major to work in an organized camp situation. The student will learn camp organization as well as the activities and camping skills that are needed to have a successful camping experience. The student is required to participate in a week-end camping trip sponsored by the college.

HISTORY

HY 101. WESTERN CIVILIZATION I--5 Credits
This course is a survey of Western Civilization from prehistoric times to the sixteenth century. It traces the political, economic, religious, aesthetic, social, and intellectual aspects of the civilizations which have molded western institutions.

HY 102. WESTERN CIVILIZATION II--5 Credits
This course is a continuation of Western Civilization I, surveying Western Civilization from the Reformation to modern times.

HY 201. AMERICAN HISTORY I--5 Credits
American History I is a survey of our history from pre-Columbian times to the end of the American Civil War in 1865. The major topics of study include the native Americans, our European backgrounds, colonial history, the American Revolution, the Confederation period and the writing of the Constitution, the growth of nationalism and sectionalism, and the background and course of the Civil War.

HY 202. AMERICAN HISTORY II--5 Credits
This course is a continuation of American History I and treats the period from the end of the American Civil War to the present. The major subjects of study include Reconstruction, the growth of industry and labor, the development of the United States as a world power, the World Wars and post-war developments. Although not required, a student normally will take American History I prior to registering for American Historv II.

HY 231. SURVEY OF ALABAMA HISTORY--5 Credits
This course explores the social, economic, and political history of the state of Alabama. Effort is made to relate trends and events on the state level to national developments. Although the course will concentrate on Alabama as a state, the territorial period, the era of European colonization, and the native American population will be topics for study.

MATHEMATICS

MH 099. DEVELOPMENTAL MATH--5 institutional credits
This course is designed primarily for students with fewer than two years of high school algebra and-or students with weak mathematics backgrounds because of time elapsed since high school graduation. The course is concerned with the manipulation and operations on the rational number system, extraction of the root, operations on algebraic expressions factors, and the solution of simple linear and quadratic equations.

MH 101. BASIC COLLEGE MATHEMATICS--5 Credits
This course is designed to serve a twofold purpose: (1) it serves as a course for students whose curriculum calls for only an introduction to basic college mathematics, and (2) it may also be taken as an introductory course by students who intend to continue their study of mathematics but who need prior preparation. The topics studied include linear and quadratic equations, ratio and proportion.

MH 111. COLLEGE ALGEBRA--5 credits
The purposes of this course are: (1) to promote an understanding of the logical structure of algebra with emphasis on why we do things as we do, and (2) to gain proficiency in the skill and techniques of algebra. The topics studied include logic, sets development of a number system from basic axioms, equations and inequalities, functions, graph, groups and fields, logarithms, and the binomial theorem. Prerequisite: MH 101 or appropriate score on the mathematics placement test.

MH 112. ANALYTICAL TRIGONOMETRY--5 credits
This course included studies in trigonometric functions, radian measure, identities, logarithms, solution of triangles inverse functions, and trigonometric operations. Prerequisite: MH III or the consent of the instructor.

MH 114. CALCULUS I--5 credits
This course entails studies of analytic geometry and calculus, graphical representation, properties of continuous functions, differentiation with applications to curve sketching, and maximum-minimum problems. Prerequisite: MH 112 or the permission of the instructor.

MH 215. CALCULUS II--5 credits
This course is the second course in a sequence of four presenting analytic geometry and calculus. Indefinite and definite integration, fundamental theorems, applications to finding areas, simple surface areas, logarithm and exponential functions, techniques of indefinite integrated, approximation methods, applications to calculation of the elementary functions will be studied. Prerequisite: MH 114.

MH 216. CALCULUS III--5 credits
This course is the third course in a sequence of four presenting analytic geometry, calculus and related topics in an integrated fashion. The course includes a study of functions of several variables, vector algebra in three-space, partial differentiation, areas, volumes, surface areas, and surface integrals. Prerequisite: MH 215 and MH 112 or a sufficient background in Trigonometry.

MH 217. CALCULUS IV--5 credits
This course is the fourth course in a sequence of four presenting analytic geometry, calculus, and related topics in an integrated fashion, Taylor's series. Prerequisite: MH 216.

MH 270. APPLIED DIFFERENTIAL EQUATIONS--5 credits
This course includes solution of first and higher order differential equations, existence theorems, solution by series, and application to problems in geometry, physics, and chemistry.

MH 281. MATH FOR ELEMENTARY TEACHERS--5 credits
This course is designed to provide appropriate mathematical insights for elementary school teachers. Emphasis will be placed on the structure of the number system, sets logic and the basic concepts of algebra and informatl geometry.

MENTAL HEALTH TECHNOLOGY

MHT 101. ORIENTATION TO MENTAL HEALTH TECHNOLOGY--5 Credits
This course is a study of the history of mental health work and the current concepts, needs, and fields of mental health. The students are also introduced to the case-study method.

MHT 102. GROUP DYNAMICS I--5 Credits
This course includes an introduction to the theory of small group functioning. Students will be members of a group which studies itself with the purpose of developing awareness of group process, awareness of one's own functioning in group situations, and sensitivity to the actions and feelings of the other members of the group. Prerequisite: MHT 101 (A student should select MHT 102-202 or MHT 103-203)

MHT 103-203. BEHAVIOR MODIFICATION I - BEHAVIOR MODIFICATION II--5 credits
This course is an introduction to basic techniques of changing behavior patterns. Prerequisite: MHT 101.

MHT 104. GENERAL PRINCIPLES OF CLINICAL AGENCIES--5 credits
This course includes an introduction to the skills and procedures needed to assist the patient and his family before and after diagnosis and treatment. The student studies objective observation, collection of data, intake interviewing, record keeping, procedures of dismissal from clinic or hospital, rehabilitation techniques, follow-up programs, family adjustment, and community acceptance of the ex-patient. Prerequisite: MHT 101.

MHT 105. LEARNING THEORY AND BEHAVIOR CHANGE--5 credits
Past and contemporary theories of animal and human learning will be analyzed in depth in this course. The course reviews the historical development and arguments put forth by behavioral and cognitive psychologies.

MHT 201. ACTIVITY THERAPY I--5 credits
This is an introduction to techniques and functions of various mental health activities; occupational, recreational, art, music crafts, and bibliotherapy. Also, the student is exposed to supervised activities in community agencies related to observation and participation in mental health activities. Prerequisite: MHT 101.

MHT 202. GROUP DYNAMICS II--5 credits
Through group interaction, students will develop greater self-awareness, sensitivity and knowledge of group process. They will build upon the theoretical base of knowledge by relating a variety of reading assignments to specific group situation. Leadership in groups will be examined by structuring situations which illustrate techniques, issues, and problems in group leadership. Prerequisite: MHT 101, 102.

MHT 202-205. FIELD EXPERIENCE--5 credits
This course is designed as an introduction to field work to provide an overall picture of services provided the mental patient. The student spends the entire quarter, 20 hours per week, in an appropriate agency. The student may be given some status on the staff. The cooperation and coordination of various services to the patient through actual experience. Permission of instructor.

MHT 208. INTRODUCTION TO GERIATRICS--5 credits
This course is a study of the prevention and treatment of problems associated with aging. Prerequisite: MHT 101.

MHT 209. MENTAL RETARDATION--5 credits
This course examines definitions and incidence of mental retardation in relation to the level of physical, social, intellectual, and emotional functioning of retardates. The student makes comparisons of behavioral characteristics of ducable, trainable, and ustodial retardates and examines intellectual growth possibilities of retardates. Prerequisite: MHT 101.

MHT 210-211-212-213. CLINICAL OBSERVATION--1 credit each
The student must participate in clinical observation and practice in local mental health agencies.

MHT 220. INTRODUCTION TO TECHNIQUES OF COUNSELING--5 credits
This course is an introduction to counseling skills required for facilitating individual problem solving behaviors. Prerequisite: MHT 101.

MHT 221. CHEMICAL SUBSTANCES: USE AND ABUSE--5 credits
This course is a study of behavior disorders and chemotherapy and the treatment of alcoholism and other drug dependencies. Prerequisite: MHT 101.

MHT 223. INTERVENTION STRATEGIES FOR HUMAN SERVICES PERSONNEL--5 credits
This course is a discussion of the purpose and procedures for therapeutic techniques in the treatment of mental health clients.

MHT 224. PSYCHARMACOLOGY--5 credits
This course is the study of the purpose and method of medication utilized in mental health agencies.

MHT 232. SPECIAL PROBLEMS--5 credits
This course is primarily seminars concerning new trends and methodologies in mental health technology.

MUSIC

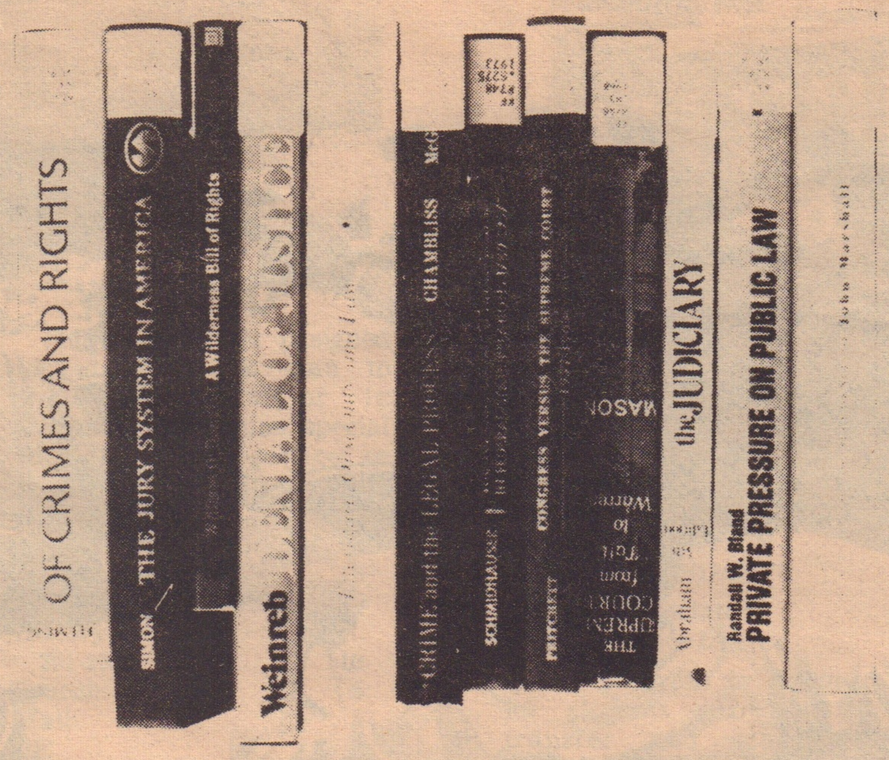
MU 101. INTRODUCTION TO MUSIC LISTENING--3 credits
This course, open only to non-music majors, is designed to develop the student's ability in the art of listening. The course emphasizes what to listen for in music and includes a survey of the various types and styles of serious music.

MU 108. MUSIC FOR ELEMENTARY TEACHERS--5 credits
This course is designed for prospective elementary school teachers and music majors or minors with insufficient background. Topics include pitch and rhythmic notiation, major and minor scales, dynamics and mood terms, chord structure, and elementary harmony.

MU 109. SURVEY OF MUSIC LITERATURE--5 credits
This course is a study of the main areas of music, presented in historical sequence and giving special attention to music of the last three centuries. It is required for music, majors and minors and open to other students by permission of the instructor. Attendance is required at specified musical events.

MU 111-112-113. (F) MUSIC THEORY I, II, III--5 credits each quarter
Begins with major and minor scales and proceeds through chord structure and part writing including all diatonic seventh chords. The course also develops sightsinging, ear training, and rhythmic, harmonic, and melodic dictation. Required for music majors and minors. Prerequisite: The ability to read treble and bass clefs and basic rhythmic patterns.

MU 121. APPLIED MUSIC--1-3 credits
Individual instruction in voice, piano, or some other musical instrument.


OF CRIMES AND RIGHTS
SIMON THE JURY SYSTEM IN AMERICA
A Wilderness Bill of Rights
Weinreb CRIMINAL JUSTICE
CRIME and the LEGAL PROCESS CHAMBLISS
SCHWARTZ
CONGRESS VERSUS THE SUPREME COURT
the JUDICIARY
Randall W. Bland
PRIVATE PRESSURE ON PUBLIC LAW

PHYSICS

PH 101. INTRODUCTION TO PHYSICAL SCIENCE--5 credits
This course is an introduction to Physical Science including topics in physics, astronomy, chemistry and earth science. This course is designed for non-science majors.

PH 200. SURVEY IN PHYSICS--5 credits
This course is a general survey covering elementary mechanics, heat, sound, light, magnetism, and electricity. The course is designed for those who want one terminal course in physics, or for those who need to review high school physics. (Required of students transferring to some senior colleges in AG., Ed., H. Ec., Ind. Arts, and Ind. Design.)

PH 211-212-213. GENERAL PHYSICS I, II, III--5 credits
These courses cover the topics of mechanics, therodynamics, electricity and magnetism, optics, heat, wave motion and sound.

PH 231. ASTRONOMY--5 credits
This is a survey course including the study of the earth, moon, solar system, stars, galaxies, nebular, the universe, and topics of current interest. The course includes some evening laboratory periods for telescopic observations.

POLICE SCIENCE

LE 110. CRIMINAL LAW AND PROCEDURE--5 credits
Topics covered in this course include: local, state, and federal laws; their development, application and enforcement; elements of various crimes; punishment; criminal procedures in Alabama from arrest through preliminary hearing, grand jury, trial and appeal.

LE 112. CRIMINAL EVIDENCE--5 credits
Topics covered in this course include criminal evidence for police; types of evidence; search and seizure; rules governing admissibility of evidence in court; collection and preservation of evidence.

LE 114. CRIMINAL INVESTIGATION--5 credits
Topics covered in this course include fundamentals of investigation; crime scene search and recording; collection and preservation and transportation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogations; identification; follow-up and case preparation.

POLITICAL SCIENCE

PS 201. PUBLIC ADMINISTRATION--5 credits
This course is a survey of various organizational theories, approaches, and practices as they relate to the organization as a whole, to personnel management, to budgeting, and to governmental regulation and control.

PS 211. AMERICAN NATIONAL GOVERNMENT--5 credits
The object of this course is to acquaint the student with the origins, constitutional background, development, organization, and practices of our national government.

PS 221. STATE AND LOCAL GOVERNMENT--5 credits
This course is a survey of the forms of government existing in the different states with particular inquiry as to the place of states with reference to both national and local governments. Problems posed by the growing complexities of the present period are considered. Particular emphasis is given to state and local government in Alabama.

PSYCHOLOGY

PY 098. CAREER EXPLORATION--3 credits
This course is a planning program to assist students in obtaining information about themselves and in selecting careers compatible with these abilities and values. Includes study of and preparation for the current job market.

PY 099. STUDY SKILLS--3 credits
This course is designed to help students assess present study habits and motivation and to develop more effective study and test-taking skills.

PY 201. GENERAL PSYCHOLOGY--5 credits
This course provides an introduction to the science of behavior with emphasis on fundamental laws and facts of psychology. The topics considered include learning, motivation, perception, personality, intelligence, psychopathology, and the biological bases of behavior.

PY 221. HUMAN GROWTH AND DEVELOPMENT--5 credits
This course provides a study of human development from conception through death.

PY 231. EDUCATIONAL PSYCHOLOGY--5 credits
This course is designed to provide the psychological principles required for an understanding of learning and adjustment of children in school. It deals with the learner, the learning process, and the climate for learning.

PY 241. ABNORMAL PSYCHOLOGY--5 credits
This course is a survey of behavior pathology including the neuroses and psychoses and their relationship to current conceptions of normal personality. Prerequisite: PY 201.

PY 251. SOCIAL PSYCHOLOGY--5 credits
This course surveys the processes involved as individuals and groups interact. It demonstrates the ways in which collective behavior operates in today's world. This course studies complex social questions in terms of simpler processes which are described in general psychological foundations. Aspects such as social influence and conformity, behavior in small groups, attitudes and behavior, and persuasion and attitude change are included. Prerequisite: PY 201.

SOCIOLOGY

SY 201. INTRODUCTION TO SOCIOLOGY--5 credits
This course is a study of the social and cultural aspects, incidence, and characteristics of current social problems. Prerequisite: SY 201 or permission of the instructor.

SY 211 SOCIAL PROBLEMS--5 credits
This course is a study of the social and cultural aspects, incidence, and characteristics of current social problems. Prerequisite: SY 201 or permission of the instructor.

SY 212. JUVENILE DELINQUENCY--5 credits
This course surveys the juvenile court system and the family structure under which juvenile delinquency exists. Preventive measures by the courts and law enforcement are studied. Programs of social institutions for the rehabilitation, treatment, and control of delinquency are surveyed. Prerequisite: SY 201

SY 213. INTRODUCTION TO CRIMINOLOGY--5 credits
This course encompasses an analysis of trends in criminal behavior with emphasis on theory and research in causation and treatment. Attention is given to criminal careers, to police and correctional systems versus control agencies, and to criminal law as an instrument of moral condemnation, retribution and deterrence. Prerequisite: SY 201.

SY 221. MARRIAGE AND FAMILY--5 credits
This course is a study of the institution of the family and analysis of family living in modern society, including preparation for marriage and factors involving marital success. Prerequisite: SY 201 or the permission of the instructor.

SY 231. THE CULTURE OF BLACK AMERICANS-5 credits
This course is designed as a survey of the unique experience of the American Negro. Emphasis will be on the historical position of the Black man in the United States and upon the contributions that Black Americans have made to the development of American culture. This course will involve a study of the history, the music, the literature, and the art of the Black man in the United States.

SPEECH

SH 101. FUNDAMENTALS OF SPEECH-5 credits
This performance course studies the techniques governing speeches to inform, convince, and actuate. The students' studies emphasize speech composition, delivery, and audience analysis.

SH 102. VOICE AND DICTION-5 credits
This course is a beginning course designed to assist the student to improve the personal use of his voice.

SH 201. LOGIC AND PERSUASIVE SPEAKING-5 credits
This performance course studies the use of logic as a tool of persuasion. The course also covers the rules of theoretical logic, the methods of propaganda analysis, and the detection of faulty evidence. Some emphasis is also placed on emotional proof in persuasion and communication problems caused by semantic differences. Persuasive speaking is also viewed as an essential tool in debating. Prerequisite: SH 101 or permission of instructor.

SH 211. ORAL INTERPRETATION-5 credits
This performance course studies the structure of literature to enable the student to read aloud; conveying the meaning of the material read. Some emphasis is also placed on training the student in breath control, diction, voice modulation, and phrasing.

ADULT, CONTINUING EDUCATION COURSES

Certain courses are offered in adult continuing education and carry institutional credit only. They are not transferable to other institutions. Other courses in this category will be added when there is sufficient demand. The college reserves the right to cancel any such classes with insufficient enrollment. Courses included are as follows:

CE 001. SURVIVAL EDUCATION-3 continuing education units
This course is designed to increase the number of individuals knowledgeable in survival procedures for use during disaster emergencies, to increase the supply of qualified instructors in personal and family Survival Education, to increase the supply of radiological monitors, and to increase the supply of qualified shelter managers in the state.

CE 002. SOLAR ENERGY-3 continuing education units
This course is designed so that everyone-layman to engineer-can become thoroughly acquainted with solar energy sources.

CE 003. INTERIOR DESIGN-3 continuing education units
This course covers a survey of modern, basic techniques involved in home interior design. Emphasis is placed on the home interior and furnishings with consideration given to color, balance, and proportion in keeping with individual creativity and budget limitations.

CE 004. SEWING FOR HOME DECORATING-3 continuing education units
This course includes instructions in making decorative throw pillows, chair cushions (flat and box), and simple cushions.

CE 005. NATURAL FOODS-3 continuing education units
This course is taught by a local expert and deals with all aspects of the preparation of natural foods.

CE 006. FEDERAL INCOME TAX-3 continuing education units
This course centers around a discussion of accounting rules, taxable and untaxable income, deductions, sales and exchanges, basis of property, capital gains and losses, corporations, decedents, estates and trusts, and includes a review of current code changes.

CE 007. BEGINNING CONTRACT BRIDGE-3 continuing education units
This course is an introduction to Elementary Contract Bridge, with emphasis on basic bidding techniques, hand evaluation, play of the hand as declarer, and defense. No prior knowledge of cards is assumed.

CE 008. ADVANCED CONTRACT BRIDGE-3 continuing education units
This course deals with the finer points of contract bridge. Included are discussions of advanced bidding situations and advanced techniques as declarer and on defense. Basic knowledge of the game is assumed.

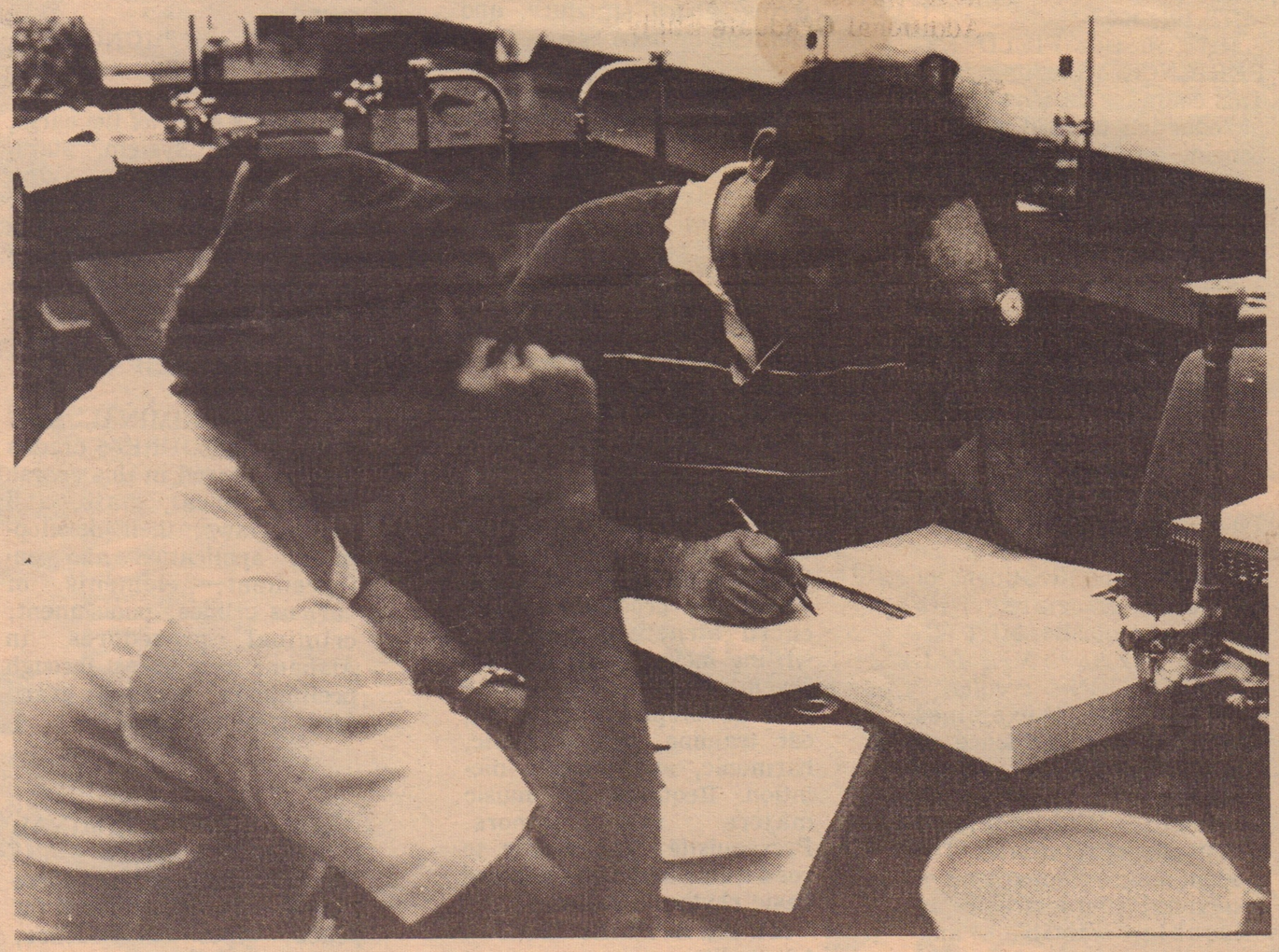
CE 010. DECOUPAGE-3 continuing education units
This course teaches the basic fundamentals of decoupage in its many varied forms. Students are required to purchase materials and do assignments in classes. This course not only teaches fundamental techniques but provides the students with several decorative works by the conclusion of the course.

CE 011. DISCO DANCING-3 continuing education units
The latest disco dance steps are taught in this course.

CE 012. SLIMNASTICS-3 continuing education units
This course is designed to help the student develop a proper exercise program.

CE 013. GUITAR-3 continuing education units
This course covers the fundamentals of reading various rhythmic patterns and notations for guitar and the use of chords in the playing of accompaniments for folk songs and popular music.

CE 014. CERAMICS-3 continuing education units
This course is designed to give the student proper instruction in staining, glazing, painting and designment basic greenware. Students will be introduced to proper procedures involved in kiln operation and maintenance.



general information

ADMINISTRATION AND CONTROL

Shelton State Community College is a part of the Alabama State System of Junior Colleges under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the State Superintendent of Education.

ALABAMA STATE BOARD OF EDUCATION

Governor Fob James, President, Montgomery
Dr. Wayne Teague, Executive Officer and Secretary
State Superintendent of Education, Montgomery

First District	Dr. Marvin Gold
Second	Mr. Ron Creel
Third	Mrs. S. A. Cherry
Fourth	Mr. Ralph Higginbotham
Fifth	Mr. Victor Poole
Sixth	Dr. Harold Martin
Seventh	Mrs. Chris Drake
Eighth	Mr. Roscoe Roberts

JUNIOR COLLEGE ADMINISTRATION

Howington, Arthur F. — Dean of Instruction
B.A., Birmingham Southern College
M.A., Vanderbilt University
Additional Graduate Study

Lee, Humphrey L. — Director of Student Services
B.S., University of Alabama
M.A., University of Alabama
Additional Graduate Study

McCullar, L. Wayne — Associate Dean
B.S., University of Montevallo
M.A., University of Alabama
Ed., D., University of Alabama

JUNIOR COLLEGE DIVISION FACULTY

Albritton, Lee M. — Chemistry
B.S., University of Alabama
M.A., Rice University
Ph. D. Rice University

Lon Alexander — Social Science
B.S. Baylor University
M.A. Baylor University
Additional Graduate Study

Arthur, Richard — Business Administration
B.B.A., Birmingham Southern
M.B.A., Georgia State University

Bailey, Julie K. — Business Administration
B.S., University of Alabama
M.S., University of Alabama
Additional Graduate Study

Barker, Judy M. — Business Education
A.S., Northwest Junior College
B.S., University of Alabama
M.A., University of Alabama

Blount, Frances E. — Mathematics
B.S. University of Alabama
M.A., University of Alabama
Additional Graduate Study

Bush, Guesna — Mathematics
B.S., University of Alabama
M.A., University of Alabama
Additional Graduate Study

Chambers, Linda J. — Sociology
B.S., University of Alabama
M.S.W., University of Alabama
Additional Graduate Study

Cooper, William W. — Biology
B.S., Livingston University
M.A., University of Alabama
Additional Graduate Study

Davis, E. Frances — Director of Library Services
B.M., Samford University
M.L.S., University of Alabama
Additional Graduate Study

Deck, Sharon — English
B.A., Texas Christian University
M.A., University of Alabama
Additional Graduate Study

Engle, Bethany W. — Art
B.F.A., University of Alabama
M.A., University of Alabama
Ed. D., University of Alabama

Grimes, Deborah J. — Media Librarian
B.A., University of Montevallo
M.L.S., University of Alabama
Ed. S., University of Alabama

Jolly, James L., Jr. — English
A.S., Gadsden State Junior College
B.A., University of Alabama
M.A., University of Alabama
Additional Graduate Study

Kicker, Guil M. — Secretarial Science
B.S., University of Alabama
M.A., University of Alabama
Additional Graduate Study

Kirksey, Sherry L. — Psychology
A.S., Brewer State Junior College
B.S., University of Alabama
M.S., University of Alabama
Additional Graduate Study

Layton, Diane — Counselor Special Services
B.S., University of Alabama
M.A., University of Alabama
Additional Graduate Study

Miller, Ruby G. — Mathematics
B.S., Alabama State University
M.A., University of Alabama
Additional Graduate Study

Moore, Margie M. — Biology
B.S., Auburn University
M.S., University of Michigan

Reynolds, Deborah A. — Reading
B.S., Samford University
M.S., Auburn University
Additional Graduate Study

Richerson, Phyllis H. — English
A.B., University of Alabama
M.A., University of Alabama
Additional Graduate Study

Rogers, Frank L. — Social Science
B.S., Troy State University
M.A., University of Alabama
Ed. S., University of Alabama
Additional Graduate Study

Thomas, Mary A. — Developmental Counselor
B.S., University of Alabama
M.A., University of Alabama
Ed. S., University of Alabama
Additional Graduate Study

Williams, Juliette F. — Psychology
B.S., Bethune Cookman College
M.E.D., University of Florida
Additional Graduate Study

Winslow, Edward E. L. — Director of Special Services
B.S., Tennessee State University
M.S., Tennessee State University
Additional Graduate Study

SUPPORT STAFF

Blackmon, Henry E.	Maintenance
Cutshall, Donna	A.V. Technician
Fowler, J. Thelon	Supervisor, Maintenance
Broyles, Alice	Bookstore Manager
Hill, Linda	Library Acquisitions Clerk
Hinton, Margaret J.	Secretary to Dean of Instruction
Hughes, Belinda	Secretary to Special Services
Hutchins, Mary	Records Clerk to Special Services
Jackson, William	Maintenance
Kyles, Loretta	Assistant Registrar
Pickard, Dorothy	Assistant to Financial Aid and V.A.
Praytor, Laurel	Secretary to Associate Dean
Rutkowski, Kathy S.	Technical Services Clerk
Sabbagh, Bonnie	Secretary to Student Services

committees

JUNIOR COLLEGE DIVISION COMMITTEES

The faculty, staff, and students of Shelton State Community College, Junior College Division, participate in the governance of the college through the committees on which they are appointed to serve. Even though full democratic participation is encouraged and expected, the college is not a pure democracy. Ultimate legal responsibility for the administration of the college rests with the college president. Consequently, all college committees are advisory in nature and all actions of the committees are subject to the review and approval of the President.

Faculty members of the committees are nominated by the Dean of Instruction after consultation with the Chairman of the Faculty Affairs Committee. Student members are nominated by the Dean of Students after consultation with the Student Government Association President. During the academic year each committee will hold one regularly scheduled meeting each month and additional called meetings as necessary. The committee secretary will keep minutes of the actions of the committee and distribute copies to the members of the committee, the President, the Dean of Instruction, and the Director of Student Services. A committee will not take any official action unless two-thirds of its members are present. When committees are required to function during the summer quarter and committee members are not in school, temporary appointments will be made as required. The Dean of Instruction and the college President are ex-officio members of all college committees. The Director of Student Services is an ex-officio member of the Student Affairs Committee.

ACADEMIC AFFAIRS COMMITTEE

This committee serves in an advisory capacity to the Dean of Instruction in all matters pertaining to academic policies and procedures. To this committee may be referred matters related to the broad areas of academic structure and governance and specific academic policies such as grading systems, class attendance and withdrawal, and course syllabi. This committee also reviews extenuating circumstances pertaining to admissions, academic probations and suspensions, transcripts, and matters pertaining to recordkeeping procedures.

STUDENT AFFAIRS COMMITTEE

This committee will act in an advisory capacity to the Director of Student Services and to the Dean of Instruction.

In the area of student activities the committee will also function in an advisory capacity to the S.G.A., will review and approve plans for student-sponsored activities, and will otherwise evaluate and recommend ways to enrich and to improve student life at the Division.

In addition, the committee will approve requests for formation of student organizations and will make recommendations relative to their continuance based on a review of the performance and stated purpose of the organization.

This committee oversees the formulation and implementation of policies and procedures relating to all student publications. It is responsible for the maintenance of high standards of quality and may make recommendations to appropriate administrative personnel in pursuance of these standards. This committee is responsible for formulating a code of ethics for student publications. The staff members of the college newspaper must be students in good standing and must be reviewed and approved by the Student Affairs Committee.

This committee also advises the Director of Student Services and the Dean of Instruction in the formulation, communication, and implementation of college policy relating to student conduct. Any discipline problem called to the attention of the administration will be referred to this committtee for consideration and recommendations. Committee members should be thoroughly familiar with the college Bulletin-Handbook.

CURRICULUM AND LIBRARY COMMITTEE

This committee serves in an advisory capacity to the Dean of Instruction concerning all phases of curriculum including course offerings, programs of study, relationships with other institutions of higher learning, and academic standards. Proposals for course changes and recommendations for the improvement and coordination of the curriculum will be handled by this committee. The committee is responsible for participating in the review and revision of the Programs of Study and Course Description sections of the college Bulletin-Handbook, under the supervision of the Dean of Instruction. It also serves as a communication link between the faculty, students, and the library. The committee will study and recommend ways to improve library services and the utilization of the library by faculty and students.

FACULTY AFFAIRS COMMITTEE

The officers of the Faculty Association shall be the members of this committee. The committee functions in the areas of faculty concern, professional relations, and social activities. It administers any funds collected by the Faculty Association. The committee will cooperate with the Dean of Instruction to assure the professional development of the faculty by means of in-service workshops, the improvement of procedures for evaluating the work of faculty members, and the study and recommendation of other ways to improve the teaching-learning process at Shelton State Community College. This committee also assists in the annual review of the Faculty Handbook in cooperation with the Dean of Instruction.

BUSINESS EDUCATION ADVISORY COMMITTEE

The Business Education Advisory Committee provides assistance to the college by 1) acquainting the institution with current needs, practices and developments within the profession 2) offering suggestions for improvement of the programs of study 3) serving as public relations representatives in publicizing the programs related to their field of interest and 4) giving advice of any nature which may improve the effectiveness of the college services.

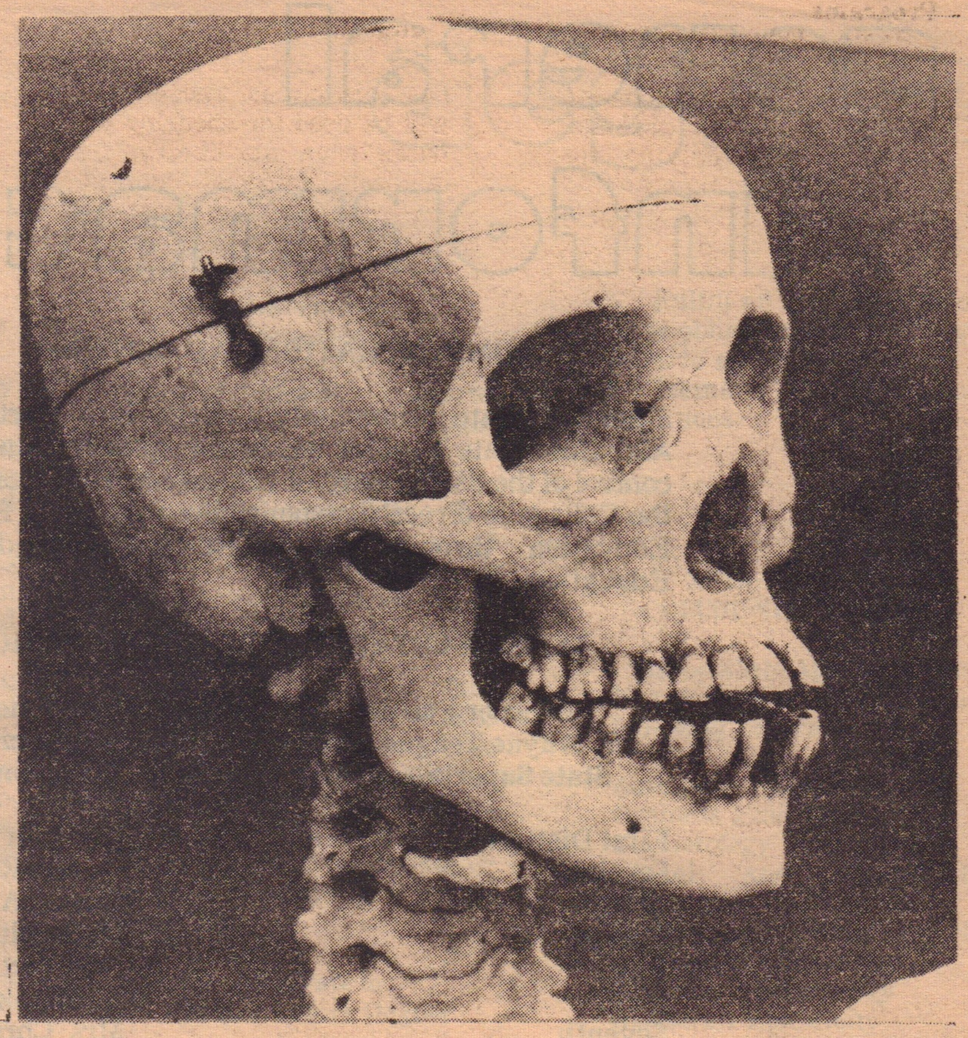
This committee is made up of citizens of the committee which the college serves.

COMMUNITY AFFAIRS COMMITTEE

This committee serves as an advisory committee to the President and the Dean of Instruction in planning ways and means to involve the institution in services to the community. The committee also assists the President and the Dean of Instruction with public relations activities. The chairman of the committee coordinates the College Speakers Bureau. The committee advises the Dean of Extended Day Program concerning continuing education course offerings.

ADMINISTRATIVE AFFAIRS COMMITTEE

This committee serves in an advisory capacity to the President and to the Dean of Instruction of the junior college division in the formulation, coordination, and implementation of the college governance policies and procedures, within the framework provided by the State Board of Education and accreditation standards. The committee is also responsible for periodic and systematic review of the college purpose and will make recommendations whenever appropriate.



student services

PHILOSOPHY

The Division of Student Services emphasizes Shelton State's concern for the development of the student's individuality and the growth of his total personality. Each student has unique emotional, social, and intellectual needs that cannot be met by classroom instruction alone, and it is the responsibility of Student Services to administer to these needs.

GUIDANCE AND COUNSELING

Each student attending this college is encouraged to make full use of guidance and counseling opportunities in selecting an educational program. If the student plans to transfer to a senior college, he should use the catalog of that particular institution in course selection. A student who expects to end his formal college education at the conclusion of the second year should, with the aid of his adviser, carefully select the most appropriate program of study available to him.

Faculty and staff members will assist the student in selecting an appropriate program of study. Standardized tests are available for students who would like to take them.

Vocational and occupational information and current catalogs from other educational institutions are available in the offices of the Counselors and the Dean of Students. All students are strongly encouraged to make wise use of the services of either the Counselors or the Dean of Students with regard to educational, vocational, or personal problems and decisions.

FACULTY ADVISEMENT

Faculty members are available to help students make academic decisions throughout the school year, as well as during the registration periods. Each faculty member posts office hours to facilitate student advising.

ORIENTATION AND TESTING

The orientation program is designed to acquaint the student with campus facilities and services, college rules and regulations, and to assist him in adjusting to his new academic environment. Every new applicant is informed of scheduled orientation and testing dates.

Entering students are requested to have the results of all tests they have taken, including the ACT or the SAT, forwarded to the college. This information is used in conjunction with the results of pre-registration testing for placement of students in appropriate courses and curricula. Placement test results are made available to students but are otherwise treated as confidential information.

FINANCIAL AID

Shelton State Community College offers financial aid for those students who have demonstrated financial need.

Financial Aid applications, Veterans Administration forms, and additional information relative to any of the student assistance programs outlined below may be obtained from the Director of Student Services, Shelton State Community College at 202 Skyland Blvd., Tuscaloosa, Alabama 35405.

Available Assistance Programs

Basic Educational Opportunity Grant - This grant is intended to be the foundation of the financial aid package. All students applying for financial assistance should first apply for BEOG and send the results to the Financial Aids Office at Shelton State Community College before the student may be considered for any other type of aid.

Supplemental Educational Opportunity Grant - This is a federally funded, college-based program in which a limited number of grants are available for students with exceptional financial needs.

Scholarships - A limited number of scholarships are provided by civic organizations, business firms, and interested citizens.

Social Security - Information should be obtained directly from the local or county Social Security Office.

Vocational Rehabilitation - The state of Alabama provides certain benefits for students through the Division of Rehabilitation. Information is available from the Director of Rehabilitation, State Department of Education, Montgomery, Alabama, 36104.

BENEFITS FOR VETERANS AND DEPENDENTS OF VETERANS

All veterans should contact the Director of Veterans Affairs during registration in order to complete proper certification with the Veterans Administration. Many current publications discuss in complete detail the educational programs authorized by congress under the following Federal Acts:

Public Law No. 16 (Vocational Rehabilitation), Public Laws No. 894 and 815 (Vocational Rehabilitation), Public Law No. 634 (War and Orphans Educational Assistance Act), and Public Law No. 358 (Veteran's Readjustment Benefits Act of 1966).

Information pertaining to the Alabama Veterans program may be obtained by writing to the State Department of Veteran's Affairs, P. O. Box 1509, Montgomery, Alabama 36104.

HEALTH SERVICES AND FIRST AID

With the exception of the first aid station in the Director of Student Services' office, medical facilities are not provided by the college. A student requiring minor first aid should report to this station.

In the event that a person needs emergency medical treatment, a member of the administration or faculty should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until a staff member arrives.

The expense of hospitalization or emergency treatment will be borne by the student.

I.D. CARDS

Student registration is not complete until an I.D. card has been issued. These cards will be used for checking out books from the library, for admission to social, cultural, and athletic events, for voting in student elections, and for other occasions requiring identification. Therefore, students should carry their I.D. cards at all times. This card will be validated at registration for each succeeding quarter, following payment of fees. Loss or theft of cards should be reported immediately to the Chief Student Services Officer. Upon withdrawal from school, I.D. cards are to be turned in to the Dean of Students.

LOST AND FOUND

Inquiries pertaining to lost articles should be made to the receptionist in the Office of the Dean of Students. Students who find articles which appear to have been lost should leave these articles with the receptionist.

Since the college cannot be responsible for your personal property, it is recommended that books and supplies be locked in a car when not in use. An identifying name or mark should be placed in all textbooks and notebooks, on calculators and other equipment.

TRANSPORTATION AND HOUSING

Shelton State Community College does not provide on or off-campus dormitories and cannot take a direct and continuing responsibility for student residence.

Students enrolled in the Junior College Division of Shelton State Community College may ride buses provided by Shelton State.

INTRAMURAL PROGRAM

A variety of intramural sports and activities is offered throughout the year for both men and women. Previous activities have included flag football, basketball, softball, ping pong, volleyball, pool, and chess.

EXTRA-CLASS ACTIVITIES

The educational development of students requires activities in addition to classroom instruction. Therefore, the college provides opportunities for participation in student government, publications, various clubs, and social functions in addition to the intramural activities and inter-collegiate athletics.

Active efforts are being made toward the development of a well-rounded program of recreational, social, and cultural activities which will contribute toward the student's enjoyment of college life and stimulate his personal growth and social development.

SOCIAL FUNCTIONS

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved student group. Proposed student activities must be approved by the Director of Student Services.

Faculty members who are asked to serve as chaperones should be notified by the sponsoring group well in advance of the event, and acceptance must be obtained from each chaperone prior to the event. Unless prior arrangements have been made, chaperones should arrive at the beginning of the event and remain until its conclusion. The attendance of the organization's faculty adviser is desirable and expected.

Any student bringing a guest or visitor to the campus or to any college sponsored activity is responsible for that person's conduct. Guest and visitors will be expected to abide by the regulations of this institution. A student should bring only one guest (date or spouse) to a college-sponsored activity.

ORGANIZATIONS

All student organizations are open to any student of this institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex or national origin.

Any student organization will require approval of the college administration. A written statement of purpose and intent should be presented to the Dean of Students prior to organization and should include the following items:

1 Official name of the proposed organization.

2. Name of faculty adviser.

3. Statement of when, where, and how often meeting will be held.

4. Statement of membership qualifications.

5. Statement acknowledging that the proposed organization is subject to all college regulations and policies.

Organizations which are currently available include the Afro-American Union, Thi Theta Kappa, and The Student Government Association.

OFF-CAMPUS TRIPS

Off-campus field trips connected with courses offered must be approved by Dean of Instruction. Official request forms for such trips must be filed with the Dean of Instruction at least two weeks prior to the scheduled trip.

Each overnight trip should be cleared by the Dean of Instruction two weeks prior to the event; such trips are to be made in the company of appropriate and approved chaperones. Students and parents or guardians must sign release forms in order for students to participate in such trips. These forms are to be filed with the Dean of Instruction.

COLLEGE BOOKSTORE

Since students are expected to furnish their own textbooks and general supplies, a bookstore is maintained in the Student Center as a convenience for the students. Most special supplies and all textbooks that the student will need may be obtained in the bookstore which is open for two or more hours during each school day.

FIRST AID STATIONS

See "Health Services and First Aid", page 97.

FOOD SERVICES

The college does not provide cafeteria service; however, restaurant facilities are located near the campus, and vending machines are available in the Student Center. Students are not permitted to take food or drinks into the classrooms or library.

THE COLLEGE LIBRARY

Library services are designed to meet the needs of students by furnishing basic books and periodicals for research and vocational and recreation reading. The library also houses audiovisual items and other instructional materials.

Library hours:

Monday through Thursday 7:45 a.m. - 9:00 p.m.

Friday 7:45 a.m. - 4:00 p.m.

Holiday schedules will be posted in the library.

Students are referred to the Shelton State Community College Library Handbook for specific information as to the procedures and use of the library.

STUDENT CENTER

The Student Center is provided for the convenience of the students and affords a congenial meeting place between classes. Due to limited space, and since the Center is designed for student use, I.D. cards will be checked from time to time to assure maximum use by students rather than non-students.

TELEPHONES AND MESSAGES

A pay telephone is conveniently located in the building for student use. Students are asked to use faculty and staff telephones only in emergency situations.

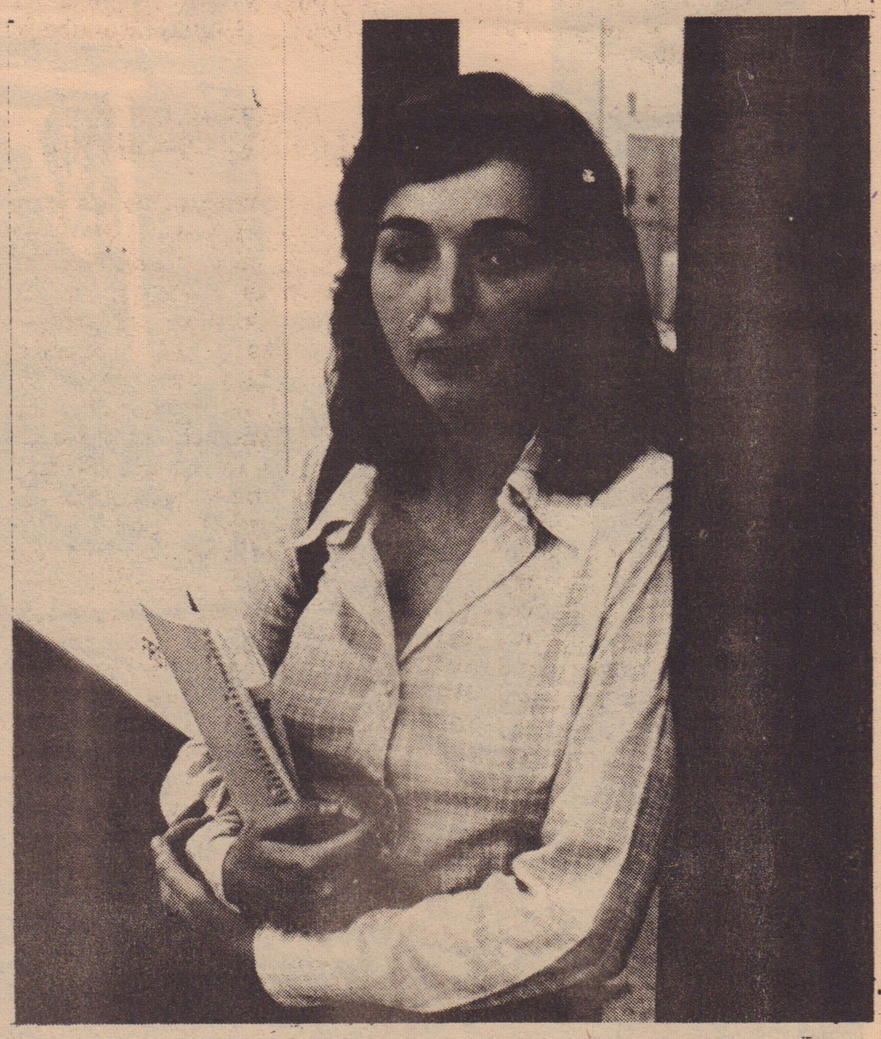
The college will accept messages for students in case of emergency such as family illness, accident, or death. In such instances, every effort will be made to locate the student.

TRAFFIC AND PARKING

All motorized vehicles to be parked on campus should be registered with Student Services. The registration fee is $1.00 per car, and parking permits are in effect for the academic year. These permits should be permanently affixed on the left rear bumper. These permits will enable students to park on the University of Alabama campus. Also, these permits will make rapid identification of vehicles possible if an emergency should occur.

Students should park only in the designated spaces and should park correctly so that the automobile will be headed in the proper direction. Certain parking spaces specifically marked are reserved.

Tickets will be given for improper parking as well as for parking a non-registered car on campus, and license numbers of automobiles which are in violation of traffic regulations will be posted on bulletin boards in the hallway. A fine of $1.00 for each violation will be charged; this fine must be paid within five (5) class days after the date the ticket was issued, or it will be increased to $5.00. After one additional class week delinquent cases will be turned over to the Dean of Students for appropriate action. Appeals may be initiated through the Dean of Students.



CAMPUS VISITOR POLICY

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution, and a student is held responsible for a guest's conduct. Periodic I.D. card checks will be made to insure that the facilities are being used by Shelton State.

IV. PROCEDURES ON EXPRESSION

BULLETIN BOARDS AND POSTERS

The bulletin boards located in the student center may be used by students in displaying announcements of interest. Those bulletin boards located in the hall are for official use and may not be used for posting student announcements unless prior approval has been secured from the Chief Student Services Officer.

Posters may be displayed for a period not to exceed two weeks before a scheduled event and should be removed on the next school day following the advertised event. Prior approval should be secured from the Chief Student Services Officer. The college reserves the right to remove any unauthorized poster or sign. Students are requested to use masking tape, rather than scotch tape, when displaying posters.

PUBLICATIONS

Student publications are vehicles for student expression. Students are encouraged to seek staff positions.

The Student Affairs Committee serves as an advisory committee to the Director of Student Services in the formulation and implementation of policies and procedures relating to all student publications. It is responsible for the maintenance of high standards of quality and may make recommendations to the Director of Student Services in pursuance of these standards.

This committee is responsible for formulating a code of ethics for student publications. It will also work with the advisers and the Director of Student Services in the selection of editors. The staff members of the college newspaper must be reviewed and approved by the Director of Student Services and the Student Affairs Committee.

STUDENT PARTICIPATION IN GOVERNANCE

The college organizational structure provides for and encourages democratic student involvement in the affairs of the college. With one exception, every college committee includes at least two student members who have full voting privileges. The College President's Advisory Council includes student representation.

The Student Government Association meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the S.G.A., to any committee, or to any officer of the college administration. Full democratic student participation is expected and encouraged.

STATEMENT OF ACADEMIC FREEDOM FOR STUDENTS

The college seeks to provide an atmosphere conducive to open and honest intellectual inquiry in any college forum which is appropriate for dialogue and student participation. The student should feel free to exercise the right to dissent within limits of decorum and good taste.

STUDENT AFFAIRS CHANNEL OF COMMUNICATION

Each student has the right to express an opinion, make a suggestion, or submit a grievance. For the simplest and most direct action, the student should use the channels below in the order presented:

1. The Student Government Association
2. Counselors
3. Director of Student Services
4. The Dean of Instruction
5. The President of the College.

This channel of communication is for use in the student affairs area only. Opinions, suggestions, questions, or grievances relating to the academic area should be directed to faculty members and to the Dean of Instruction.

STUDENT RECORDS

In accordance with Public Law 93-380, The Family Educational Rights and Privacy Act of 1974, all students and former students of Shelton State Community College have the right to inspect their official educational records in the Registrar's Office. This right of inspection does not apply to any confidential information submitted to this office prior to January 1, 1975, nor to access by students or former students to financial records of their parents. The Act also limits the release of information by the College concerning a student without the student's written permission.

The Family Educational Rights and Privacy Act in its entirety is available at the college in the Student Services Office for student reference.

V. STUDENT CONDUCT

Intrinsic to a student's enrollment at Shelton State Community College is his agreement to abide by the rules and regulations published by the college. The college expects every student to conduct himself in a manner compatible with the lawful missions of this tax-supported college and which is not improper or prejudicial to the school's general welfare or otherwise unbecoming a student. Some specific forms of prohibited conduct are:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Conduct in violation of federal, state, or local laws.
3. Distruction or theft of property.
4. Obstruction or disruption of the college's academic program or operations.
5. Failure to comply with directions of college officials acting in performance of their duties.
6. Violation of library and traffic regulations as provided for in this bulletin-handbook or other rules or regulations that may be made and distributed in printed form.

Violations of the above will render a student subject to disciplinary action, under the procedures outlined in this bulletin-handbook, which provide for adequate notice and a fair hearing. Penalties for violations include: reprimand, probation, loss of privilege, suspension, expulsion, and other penalties.

Where there has been a serious violation of college regulations and a student's continued presence will materially threaten the welfare of the college, the President or his designated representative may immediately suspend the student, pending a formal hearing by the Student Affairs Committee on Conduct. Such action shall be interim, and the student shall be entitled to a hearing at the earliest possible time.

DISCIPLINARY PROCEDURES

Any case involving violation of published policies and regulations in this bulletin-handbook will be brought to the immediate attention of the Director of Student Services. He will discuss the case with the student and may arrive at a mutually satisfactory conclusion of the matter at this point. If a satisfactory conclusion is not reached at this point, the Director of Student Services may determine that the case should be referred to the Student Affairs Committee on Conduct.

If a case is referred to the Student Conduct Committee, the Director of Student Services will ensure that:

1. Written notice will be provided the student three(3) calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the College intends to submit against the student.

2. The student is permitted to have counsel present at the hearing to advise him. The student or his attorney may question at the hearing any witness who gives evidence against him.
3. The student is permitted to hear the evidence presented against him and will be permitted the opportunity to present his own case, his version of the incident and any exhibits, affidavits, or witnesses on his behalf.
4. A full and complete record of the hearing will be made.
5. The student has the right to appeal any decision recommended to the President by the Student Affairs Committee to a three-member Appeals Committee consisting of the Dean of Instruction, the Student Government Association President, and the Chairman of the Faculty Affairs Committee.

Final local responsibility for discipline is vested in the President of the college.

Any disciplinary probation or suspension will be recorded on the student's permanent record.

CLOTHING

Students are asked to select their campus attire in keeping with the guidelines of good taste and decorum, there by creating a favorable impression of themselves, their homes, and their college.

ILLEGAL DRUGS AND INTOXICANTS

The presence, sale, consumption, and-or the being under the influence of alcoholic beverages and-or illegal drugs on campus or at any social function approved by the college, either on or off campus, are prohibited.

GAMBLING

Gambling in any form is prohibited.

SMOKING

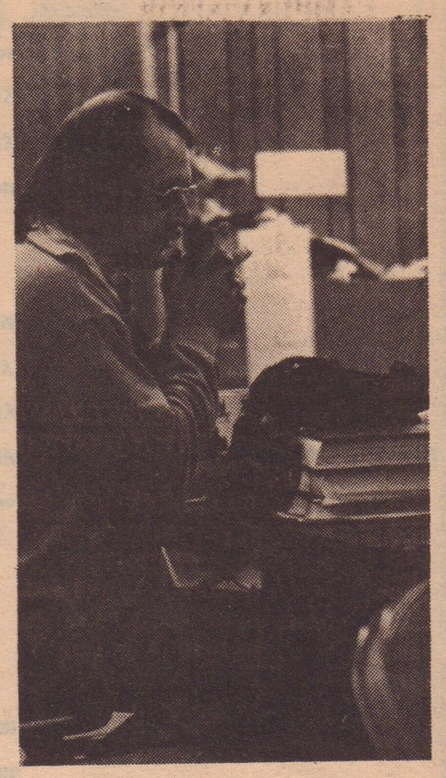
Smoking is not permitted in either the library or in the classrooms.

Section 3: QUALIFICATIONS
All Student Government Association officers and representatives must be full time students. With the exception of Freshmen Class Representatives, candidates for election to the Student Government Association must be full-time students who have maintained at least a 2.00 quality point average during two quarters of college work.

(the above includes page 74)

Section 4: MEETINGS
The Student Government Association shall have a minimum of one meeting per month. Members will be excused for a maximum of two absences from regularly scheduled meetings. Two-thirds of the membership and a faculty adviser shall constitute a quorum, and a majority vote of the membership present shall be required to pass legislation.

(d) to sign legislation of which he approves. Legislation which is not signed within a period of five school days after having been passed by S.G.A. vote shall become law without signature of the President.
(e) to act as an ex-officio member of all committees which he appoints.
(f) to represent and counsel all students on matters pertaining to the student body.
(g) to cooperate and coordinate all S.G.A. activities with the S.G.A. adviser.
(h) to cooperate with college administration in promotion of the present well being and future growth of Shelton State.



The S.G.A. Vice-President shall have the following duties:
(a) to preside over all S.G.A. meetings in the absence of the President.
(b) to otherwise perform the duties of the President in any way designated by him.
(c) to assist and cooperate with the President in any way designated by him.
(d) to assist, as needed, in maintaining order in all S.G.A. meetings.

The Secretary shall have the following duties:

(a) to take minutes and to keep an accurate record of all meetings of the S.G.A.
(b) to conduct all correspondence of the S.G.A.

The Treasurer shall have the following duties:

(a) to keep an accurate and complete account of all funds and financial matters pertaining to the S.G.A.

Section 2: REMOVAL FROM OFFICE
S.G.A. members will be subject to removal from office under the following conditions:
(a) if attendance at regularly scheduled meetings falls below the minimum requirement.
(b) if found guilty of any activity which would bring discredit to the college.

A two-thirds vote of officers and representatives shall be required to remove a member from office.

Section 3: VACANCIES
In the event that the office of President is vacated, the Vice-President shall succeed to that office, and a general election shall be held to fill the office of Vice-President. Vacancies in other offices shall be filled by appointment by the President, subject to the approval by S.G.A. members.

Section 4: AMENDMENTS
Amendments to this Constitution may be proposed by any member of the student body. Proposed amendments must be submitted to the Student Government Association in writing. In not more than two weeks, the S.G.A. will review the suggestion to determine whether a general election is necessary.
A general election may be called by S.G.A. vote or by a petition signed by a minimum of 25 percent of the student body. Proposed amendments must be passed by student vote, with a majority of those who voted favoring adoption of the amendment. Amendments thus passed shall then become a part of the Constitution.

Section 5: ADOPTION OF CONSTITUTION
The adoption of this constitution shall automatically and immediately supersede and nullify any previous Constitution of the Brewer State Junior College Student Government Association.

(the above includes page 76.)

The college seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported by any substantial evidence.

Conscious effort is made to assure that all college regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the college to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the college and the well-being of the students.

VI STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I

Section 1: NAME
The name of this organization shall be the Shelton State Community College Student Government Association.
Section 2: MEMBERSHIP
The membership shall consist of a President, Vice-President, Secretary, Treasurer, and three Representatives from each class. These shall be elected by vote of the Student Body in April of each year, with exception of the Freshmen Representatives, who shall be elected in October of each year.

Section 5: PURPOSE
The purpose of the organization shall be to provide effective representation for student body opinion in all phases of college life, to stimulate student activity in college affairs, and to promote better citizenship by developing and providing responsible practice in democratic living.

ARTICLE II

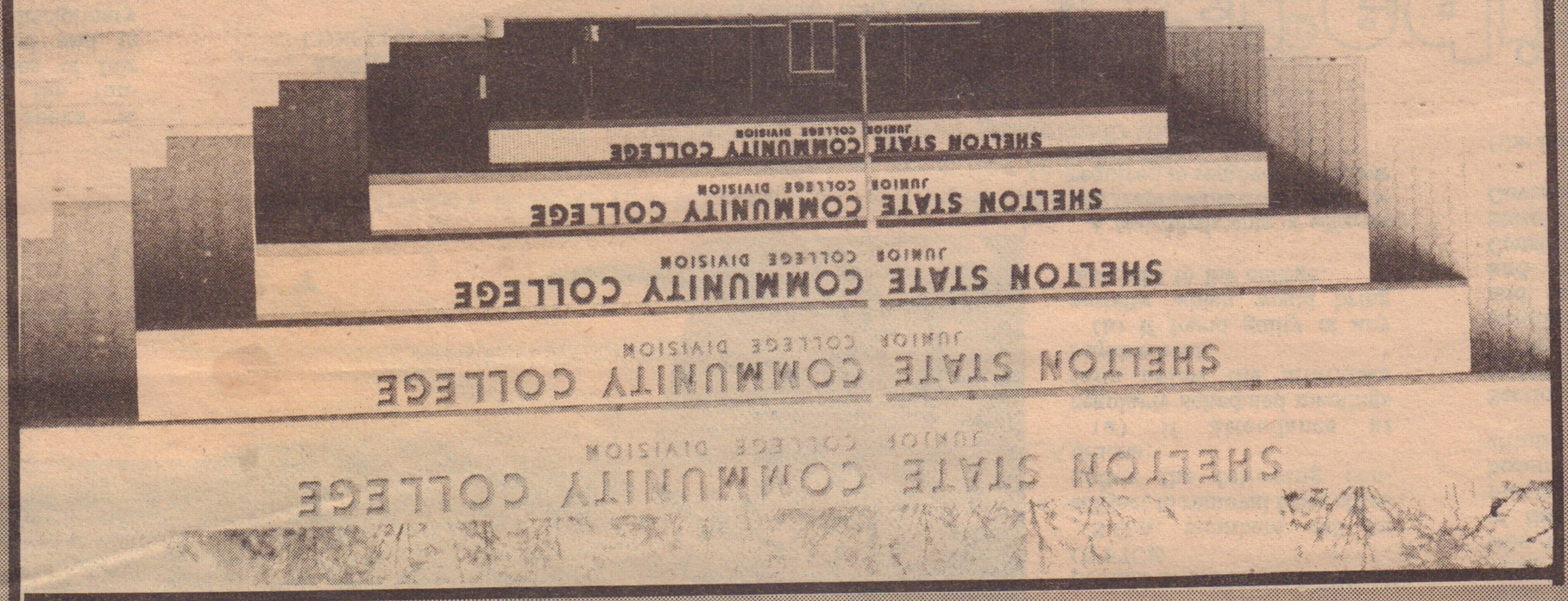
Section 1: POWERS AND DUTIES
The Student Government Association President shall have the following powers and duties:
(a) to preside over all meetings of the S.G.A.
(b) to call special meetings of the S.G.A.
(c) to exercise the power to veto. This veto may be overruled by a two-thirds vote of the S.G.A.

credits

Stan Snead — Layout Editor
Sheila Wilson — Layout Assistant
Don Kuykendall — Photography and Cover Design

Thanks to Jon Jones and Mike Lake and special thanks to Mr. Gus Davis.

SHELTON STATE 79 80



Shelton State Community College
junior college division
202 Skyland Blvd.
Tuscaloosa, Alabama
35405

Summer Quarter, 1979
Full-Term

June 4, Monday	Registration
June 5, Tuesday	Classes Begin
June 8, Friday	Last Day for Registration
July 3, Tuesday	Last Day to Drop Classes Without Penalty
July 4, Wednesday	Independence Day Holiday
August 16, 17, Thurs. & Fri.	Final Exams
August 20, Monday	Grade Reports Due

Class Days 51
Duty Days 54

Summer Quarter, 1979
Split-Term

June 4, Monday	Registration and First Day of Classes
June 8, Friday	Last Day for First Term Registration
June 20, Wednesday	Last Day to Drop First Term Classes Without Penalty
July 4, Wednesday	Independence Day Holiday
July 10, 11, Tuesday & Wednesday	Final Exams
July 12, Thursday	Registration for Second Term and First Day of Classes
July 19, Thursday	Last Day for Registration
July 27, Friday	Last Day to Drop Second Term Classes Without Penalty
August 16, 17, Thursday & Friday	Final Exams

First Term:
Class Days 25
Duty Days 27

Second Term:
Class Days 25
Duty Days 27

FALL QUARTER CALENDAR
1979

August 29 & 30, Wednesday & Thursday	Faculty Orientation
August 31, Friday	Registration
September 3, Monday	Labor Day
September 4, Tuesday	Classes Begin
November 12, Monday	Veterans Day Holiday
November 14, Wednesday	Last Class Day
November 15 & 16, Thursday & Friday	Final Exams
November 19, Monday	Grade Reports Due
November 19, 20, & 21, Monday, Tuesday & Wednesday	Faculty Planning - In-Service

Class Days 51
Duty Days 59

WINTER QUARTER CALENDAR
1979-1980

November 26, Monday	Registration
November 27, Tuesday	Classes Begin
December 19, Wednesday	Christmas Holidays Begin
January 2, Wednesday	Classes Resume
February 20, Wednesday	Last Class Day
February 21 & 22, Thursday & Friday	Final Exams
February 25, 26, & 27, Mon., Tues., & Wed.	Faculty Planning In-Service

Class Days 52
Duty Days 58

College Calendar
1979 - 80

SPRING QUARTER CALENDAR
1980

March 3, Monday	Registration
March 4, Tuesday	Classes Begin
March 10-14, Monday-Friday	Spring Break
May 20, Tuesday	Last Class Day
May 21, 22, & 23, Wed., Thurs. & Fri.	Final Exams
May 25, Sunday	Graduation
May 26 & 27, Monday & Tuesday	Faculty Planning In-Service

Class Days 51
Duty Days 58

SUMMER QUARTER CALENDAR
Full-Term
1980

June 2, Monday	Registration
June 3, Tuesday	First Class Day
July 4, Friday	Independence Day Holiday
August 12, Tuesday	Last Class Day
August 14 & 15, Thursday & Friday	Final Exams
August 18, Monday	Graduation

Class Days 50
Duty Days 54

SUMMER QUARTER CALENDAR
Split Term
1980

First Term

June 2, Monday	Registration
June 2, Monday	First Class Day
July 4, Friday	Independence Day Holiday
July 7, Monday	Last Class Day
July 8 & 9, Tuesday & Wednesday	Final Exams

Class Days 25
Duty Days 27

Second Term

July 10, Thursday	Registration
July 10, Thursday	First Class Day
August 13, Wednesday	Last Class Day
August 14 & 15, Thursday & Friday	Final Exams

Class Days 25
Duty Days 27